

STATE OF HAWAII
STATE PROCUREMENT OFFICE

SPO Price List No. 01-21 (All Islands)

Includes Change Nos. 1-12

Revised May 25, 2004

PADDED STANDARD FORMS

(I-00-072-0)

This Price List is continuous

PARTICIPATING JURISDICTIONS. Agencies of the following purchasing jurisdictions are to purchase from this price list:

- Executive Branch (Executive)
- Department of Education (DOE)
- University of Hawaii (UH)
- Hawaii Health System Corporation (HHSC)
- Office of Hawaiian Affairs (OHA)
- Senate
- House of Representatives (House)
- Judiciary

EXCEPTION TO THE PRICE LIST. When the use of the price list is not suited to an agency's purpose, the appropriate purchasing jurisdiction may grant an exception to purchase outside of the price list. For this purpose, Executive Branch agencies shall use SPO Form-5, "Request for Authorization to Purchase Outside of the Price List", available at the SPO Website, www.spo.hawaii.gov; click on "Forms".

POINT OF CONTACT. Questions regarding the ordering of the forms, pricing, and status should be directed to the vendor.

Procurement questions or complaints may be directed as follows:

Jurisdiction	Name	Telephone	FAX	E-mail
Executive	Donn Tsuruda-Kashiwabara	586-0565	586-0570	donna.tsuruda-kashiwabara@hawaii.gov
Judiciary	Newton Sakamoto	538-5805	538-5802	newton.t.sakamoto@courts.state.hi.us
Senate	Paul T. Kawaguchi	586-6720	586-6719	senclk@capitol.hawaii.gov
	Carol Taniguchi	586-6720	586-6719	taniguchi@capitol.hawaii.gov
	Deborah Aki	586-6765	586-7229	wikander@capitol.hawaii.gov
House	Patricia Mau Shimizu	586-6400	586-6401	adele@capitol.hawaii.gov
OHA	Joan Bolte	594-1999	594-1865	joanb@oha.org
DOE	Procurement Staff	675-0130	675-0133	connie_chun@notes.k12.hi.us
U.H.	Jamie Wong (primary)	956-8687	956-2093	jamie@hawaii.edu
	Rod Sakuma (alternate)	956-8687	956-2093	rod@hawaii.edu
HHSC	Al Neves	928-2024	928-8980	aneves@hhsc.org

VENDOR: **Department of Public Safety
Correctional Industries**

Address: 99-902 Moanalua Road
Aiea, HI 96701

Telephone No.: 486-4883, ext. 573/581

VENDOR CODE for annotation on purchase orders are obtainable from the "Alphabetical Vendor Edit Table Report" available at your department's fiscal office. **Agencies are cautioned that the remittance address on an invoice may be different from the address of the vendor code annotated on the purchase order.** Therefore, when processing an invoice for payment, be sure that the correct vendor code is used.

UNIT PRICES include delivery to Oahu destinations for orders of at least \$15.00, all applicable taxes and all other costs. Oahu agencies ordering less than \$15.00 may be assessed a delivery charge. For neighbor island orders, mailing cost will be added to invoices as a separate charge.

PURCHASE ORDERS shall be issued on an as needed basis during the price list period. It is the responsibility of each agency to insure timely issuance of purchase orders. Vendor is not obliged to accept any order received after the price list expiration date; however, shall fill timely orders for which delivery may extend beyond the expiration date. Do not issue purchase orders specifying delivery after the price list expiration date.

"SPO PL No. 00-21" must be typed on purchase orders issued against this price list.

In the interest of minimizing both purchase order processing and delivery costs, agencies are urged to consolidate on each purchase order as many items from as many price lists as possible and to issue those orders as soon as possible. For your information Correctional Industries is also the vendor for *SPO PL 01-15 (All Islands), Letterhead, Envelopes, and Business Cards, (continuous)*.

PRICE LIST AVAILABLE ON THE INTERNET. The price list is available at the SPO website: www.spo.hawaii.gov. "Click" on Price List and Vendor List in either the Hawaii Public Procurement Code, Chapter 103D, HRS or the Awards menu.

/s/ Robert J. Govers
ROBERT J. GOVERNS, CPPB
Procurement Officer

All pads are sold 100 sheets/pad, unless otherwise noted.

FAMIS FORMS

Unit Price

SAF A-08	Unrequired Appropriations to be Lapsed, 1/1/00	\$ 4.50/pad
SAF A-19	Request for Allotment, 1/1/00	3.50/pad
SAF A-20	Agency Internal Journal Entry, 3/1/91	3.50/pad
SAF A-21	Request for Transfer of Funds, 1/1/00	3.00/pad
SAF A-27	Journal Voucher, 7/1/89	4.00/pad
SAF A-28	Universal Input Form, 7/1/83	4.00/pad
SAF A-47	Batch Slip, 7/1/83	2.50/pad
SAF A-52	Descriptor Table Maintenance, 7/1/84	3.50/pad
SAF A-54	Vendor Table Maintenance, 9/1/95	2.50/pad
SAF A-71	Report Request Coding Form, 7/1/85	2.50/pad
SAF C-06	Encumbrance Advice, 7/1/83	3.00/pad
SAF C-07	Unrequired Contract Encumbrance Advice, 7/1/87	2.50/pad
SAF C-08	Summary Warrant Voucher (manual), 1/1/93	4.00/pad
SAF C-12	Payment Coding Input-Vendor Code, 1/1/85	3.50/pad
SAF C-13	Payment Coding Input-Vendor Name & Address, 1/1/85	3.50/pad
SAF C-23	Invoice List, 7/1/74	3.00/pad
SAF C-34	Assignment of Money By Party To	4.50/pad
SAF C-41	Contract Input, 11/1/90	2.50/pad
SAF C-53	Checks Cancelled, 7/1/95	4.00/pad
SAF C-61*	Claim for Lost Check, 7/1/96	2.50/pad
SAF C-62*	Claim for Non-Received Check, 7/1/96	2.50/pad
SAF C-63*	Claim for Void Check, 7/1/96	2.50/pad

*Form dated 9/1/95 may be used until depleted.

BANK FORM

FHB-SPO	First Hawaiian Bank, Stop Payment Order, 7/99	2.50/pad
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PAYROLL AND OTHER ACCOUNTING FORMS

SAF D-52	Sick Pay Status Change, 7/1/88	2.50/pad
SAF D-83	Payroll Year to Date Adjustment	2.50/pad
SAF D-90	Employee's Designation of Beneficiary, 7/1/90	4.50/pad
SAF C-02	Requisition for Service or Supplies, 7/1/76	2.50/pad
SAF C-30	Assignment of Money by Party to Whom State is Directly Indebted, 7/1/95	3.00/pad
SAF C-31	Monthly Mileage Record for State Owned Vehicles, 1/1/00	3.50/pad
SAF C-32	Personal Automobile Trip Record, 1/1/00	.80/pad
SAF C-33	Personal Automobile Mileage Voucher, 7/1/99	2.50/pad
SAF B-10	Bill for Collection, 1/1/00, white	2.50/pad
	canary	3.00/pad

		<u>Unit Price</u>
<u>PERSONNEL FORMS</u>		
G-1	Application for Leave of Absence, 5/1/76	3.00/pad
HRD-5	Notification of Personnel Action, singles, 7/86	2.50/pad
HRD-6	Oath of Loyalty, 2/1/82	1.50/pad
HRD-7	Attendance & Leave Record, 6/1/86, 100 shts./pkg., White Green	10.00/pkg. 11.00/pkg.
HRD-206	Position Classification Form, 10/1/83, White Pink	3.75/pad 4.50/pad
SF-1	Request for Position Action, 9/98	2.50/pad
	Department Employee of the Year Certificate, 8" x 11"	.60/sht.
	Certificate of Merit, 8" x 10"	.60/sht.
	Certificate of Achievement, 8" x 10"	.60/sht.
	Sustained Superior Performance Certificate, 8" x 10"	.60/sht.
	Special Service Award, 8" x 10"	.60/sht.
<u>MISCELLANEOUS FORMS</u>		
	Telephone Message Pad, "While You Were Out", 4-1/4" x 5-1/2", 100 sheets/pad (color may vary)	.85/pad